

# CONTRACTOR LICENSING PROCEDURES

As required in Sheridan Ordinance 2105 as amended on 6/20/2011

**No person shall engage in the business of contracting or subcontracting in the City on work covered by the provisions of this chapter unless such person is a duly licensed contractor.**

**"Contractor"** defined.

A "contractor" is deemed to be any person, who works for a fixed or negotiable price, undertakes to procure the performance of work, or the furnishing of goods, materials and labor for any other person, state or municipality, or one, who, in pursuit of independent business, undertakes to perform a job or piece of work, retaining in himself control of the means, method and manor of accomplishing the desired result.

**"Subcontractor"** defined.

For the purpose of this chapter, a "subcontractor" is deemed to be any person who, for a fixed or negotiated price, undertakes to procure the performance of work, or the furnishing of goods, materials, and labor for any other person, state or municipality, or one, who, in pursuit of independent business, undertakes to perform a job or piece of work, retaining in himself control of the means, method and manner of accomplishing the desired result.

## **TO BECOME A LICENSED "CONTRACTOR" OR "SUBCONTRACTOR" WITHIN THE CITY OF SHERIDAN, YOU MUST MEET THE FOLLOWING REQUIREMENTS:**

- Make written application to the Building Official. All required forms must be filled out completely with no blank spaces. Fill the spaces with "Not Applicable" if a section does not apply.
- Provide a Policy of Liability Insurance. All persons applying to be licensed as a contractor, shall, for the protection of the public, place on file in the office of the Building Department a policy of public liability insurance, in force and effect during the license period, issued by an insurance company authorized to do business in the State of Wyoming, in an amount of not less than five hundred thousand Dollars (\$500,000).
- A License and Permit Bond as required. By category executed by a surety company authorized to transact business in the State of Wyoming, as surety with the applicant as the principal on the bond and the City of Sheridan as the obligee, conditioned that the applicant shall faithfully perform the duties.
- Provide verification you have met the experience requirements of the category applied for.

## **License Renewal**

All licenses shall be renewed each year 12 months after the date of issuance. Any contractor, who shall fail to renew their license and pay the annual license fee of two hundred dollars (\$200.00) and submit proof of public liability insurance to the Building Department within 30 days of their anniversary date, will be deemed delinquent. A contractor found delinquent shall cease activities until paying a delinquent fee of one hundred dollars (\$100.00). A contractor who remains delinquent for a period of one year shall stand for re-application including fees and examination prior to resuming activities covered by this section.

**NOW, FIND THE SPECIFIC CATEGORY YOU WILL BE APPLYING FOR AND FOLLOW THOSE DIRECTIONS:**

### **GENERAL CONTRACTOR Type I**

#### **Commercial Contractor**

**Note: A Commercial Contractor shall not be limited to any building type.**

- Successfully complete the requirements for a Journeyman carpenter.
- Provide verification of successful completion of the required ICC test.
- Provide notarized Project Verification Form showing at least 2 years experience as a journeyman at the appropriate level.
- Provide verification of required \$500,000 liability insurance.
- Provide current required Bond in the amount of \$25,000.
- Pay current licensing fee.

#### **Residential Contractor**

**Note: A Residential Contractor shall be limited to construction of one and two family dwellings and townhouses.**

- Successfully complete the requirements for Journeyman carpenter.
- Provide verification of successful completion of required ICC test.
- Provide notarized Project Verification form showing at least 2 years experience as a journeyman at the appropriate level.
- Provide verification of required \$500,000 liability insurance
- Provide current required bond in the amount of \$25,000.
- Pay current licensing fee.

## **SUBCONTRACTOR Type II**

### **Plumbing /HVAC Contractor**

- Successfully complete the requirements for a Journeyman Plumber or HVAC based on license applied for.
- Provide verification of successful completion of required ICC test(s).
- Provide notarized Project Verification form showing at least 2 years experience as a journeyman at the appropriate level.
- Provide verification of required \$500,000 liability insurance.
- Provide current required bond in the amount of \$10,000
- Pay current licensing fee.

### **Electrical Contractor**

- All requirements for electrical contractors are the same as other Type II contractors except that the application must be accompanied by a copy of a current Wyoming State electrical license (contractor and master of record).

**NOTE: A person with six or more years of verifiable experience may, at the discretion of the Building Official, qualify for a contractor's license without first obtaining a journeyman license.**

## **SUBCONTRACTOR Type III**

**Type III Contractors may choose from the following list of categories.**

- a. Siding, roofing, glazing
- b. Masonry, concrete, plastering, drywall, acoustical
- c. Sign, solar

**Type III Contractors must provide the following information:**

- Verification of at least two years experience working for a contractor licensed in the same trade as the license applied for.
- Provide verification of required \$500,000 liability insurance.
- Provide a current bond in the amount of \$10,000.
- Pay current license fee.